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ABSTRACT

This document provides printed instructions for teachers to use with an IBM-compatible microcomputer to construct tests and then have the computer give the tests, grade them, and print the test results. Computerized tests constructed in this way may contain true-false questions, multiple-choice questions, or a combination of both. The questions are displayed in random order. Questions can be modified, added, and deleted from other test banks to create other tests; paper copies of the tests, the test keys, and the answer sheets may be printed. The printed instructions are divided into three parts: an overview that covers the scope of the test builder program; loading procedures for various types and numbers of disk drives; and instructions for working with specific parts of the test builder program. (KC)

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ED350486

Test Builder Program Instructions

IBM Version

CE062 215

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TEST BUILDER PROGRAM

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TEST BUILDER PROGRAM

The Test Builder program enables a teacher to construct a test on the computer, and then have the computer give the test, grade the test, and print the test results. In other words, after the test is typed, the computer will do the rest.

The computerized test may contain true/false questions, multiple choice questions, or a combination of both. The questions are displayed in random order; therefore, they will not appear at the same time or in the same order on any two computers. After the student answers all of the questions, the program will grade the test and then record the grade on the student's data disk. From the student's data disk the teacher can print the student's name, the grade and which questions were missed. The question numbers that are missed can be checked on the competency matrix to determine if the student has mastered the competency.

The questions can be modified, deleted or may be added from another existing test bank to create a new test bank. A hardcopy of the test, a test key, and an answer sheet may be printed if desired.

The time for test preparation and grading will be drastically reduced because the input of questions is simplified and the test is graded by the computer.

The Test Builder Instructions are divided into three parts:

1. **OVERVIEW** Read the Overview to see the overall scope of the Test Builder program and to determine which portion of the Specific instructions you should specifically refer to.
2. **LOADING** Follow these procedures for the specific type and number of disk drives.
3. **SPECIFIC** Use these instructions for working with specific parts of the Test Builder program.

OVERVIEW OF TEST BUILDER PROGRAM

MAIN MENU

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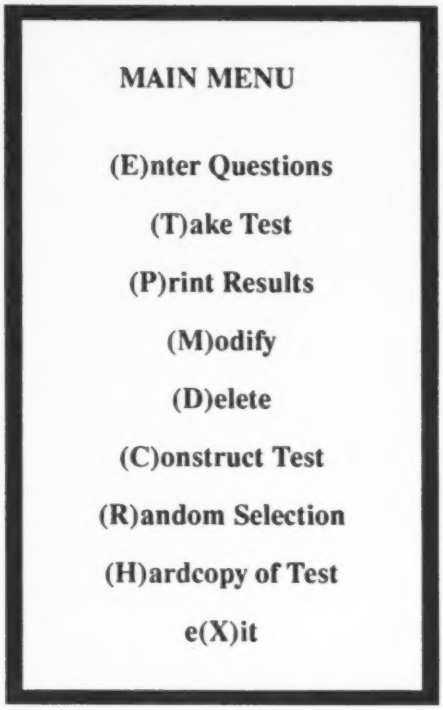

Select the option you wish to run by pressing the letter in parenthesis from the Main Menu and the ENTER key. Upon completion of the chosen option you may return to the Main Menu. Select X to exit the program and return to the system. Use either upper or lower case letters when responding to program prompts.

Special Function Keys

F1 Key: The F1 function key is a HELP key. After selecting any option from the Main Menu pressing the F1 key and the ENTER key displays complete explanation of that option. The F1 key is not activated in the Take Test Option.

F5 key: The F5 function key returns the program to the Main Menu. Press the F5 key and the ENTER key if you selected the wrong option from the menu or any time you wish to return to the Main Menu before completing an option. (The F5 key is not activated in the Take Test option.)

Enter Questions:

The purpose of this option is to construct a test and/or to add questions to an existing test bank. The test's format may be true/false, multiple choice or a combination of each.

You will be prompted to provide:

1. The disk drive on which the file will be written
2. A name for the test bank data file (maximum of eight characters)

To enter the questions, follow the prompts and type the question, the choices and the correct response. Each question can be up to 420 characters long and each choice can be up to 250 characters long.

The questions will remain in the same order in the file as they are originally entered. While some options, such as **Take Test**, present the questions in random order on the screen, the questions **are not** actually rearranged on the disk.

Take Test:

This option provides the test for the students to complete on the computer. The questions come up randomly so that two computers sitting side by side will not have the questions presented in the same order; therefore, the temptation for students to cheat will be reduced.

When the student completes the test, his/her grade is printed on the screen. The program also writes out to the disk the student's name, the grade and which questions were missed. The question numbers missed are the numbers of the questions as they were originally entered.

Print Results:

This program is used to print a hardcopy of the student's grade. In addition, it provides a listing of the number of questions that the student missed.

It is important to make sure the computer being used is properly connected to a printer and that the printer is on and on-line. After the program retrieves the name, grade, numbers of the questions missed and prints the results, the next student's disk can be placed in the drive and printed.

Modify:

Modify can be used to make changes or corrections to the test bank. The entire question, any of the choices, or the correct response may be changed. To locate the correct question, enter the number of the question as it was originally entered.

Delete:

This option can be used to delete a question. The program will ask which question to delete, display the question on the screen and provide the opportunity to delete the question. Keep in mind that **any question deleted is permanently erased from the disk.** If a large number of questions need to be deleted, it would be better to use the **Construct Test** option.

Construct Test:

The purpose of this option is to construct a new test bank using questions from existing test banks. To construct a six-weeks test or semester exam from previous tests, input the number of tests from which you will be selecting questions and the name of the first test from which questions will be selected. Each question will be displayed so that a decision can be made whether to use it in the new test bank. After the questions are selected from the first test, you will be prompted to enter the name of the next test that you will be making selections from and the process will continue until you have completed the new test.

Randomly Select:

This option is very similar to **Construct Test**; however, the questions are selected randomly by the program. The user will input the number of test banks from which to select questions, the names of the test banks and how many questions to select from the banks. The specified number of questions will then be automatically selected randomly from the questions in the designated test banks.

This option can also be used to create a new test bank utilizing the same questions from an existing test bank but placing the questions in a different order. This would be done only if a hardcopy of the test was needed in a different order. To do this, enter one (1) when the prompt appears requesting the number of test banks to select from. The total number of questions in the test bank will be displayed, designate **the same number of questions** for the new test bank you are creating. Provide the new test bank with a different name from the original test bank.

Hardcopy of test:

This option produces a hardcopy of the test, an answer key, and an answer sheet for the students to use. Any one of these may be printed without printing the other two.

In the following pages, you will learn how to load the program and how to use each option, discussed previously, in detail.

TX90CD1D

LOADING PROCEDURES

Dual Disk Drive System

Preparation of Disks

To prepare the Test Builder program disk for use:

To format and place operating system on diskette

1. Place the DOS disk in drive A and a blank disk in drive B.
2. To format the disk in drive B and place the operating system on the diskette, key in **FORMAT B:/S.**

To copy the Test Builder disk to the newly formatted disk:

1. Place the Test Builder program disk in drive A.
2. Place the formatted disk in drive B.
3. Enter COPY*.EXE B:.

   (**Do not use diskcopy** because the Test Builder disk **does not** have an operating system on it.)
4. Make a back-up copy of each of the test bank data disks.
5. Store the original Test Bank disks properly.

To prepare the students' test disks:

1. Place the Test Builder program disk in A drive.
2. Place the disk you wish to copy the program to in drive B and key in COPY TEST.EXE B:.
3. Use the following procedures to copy the test bank files you are using onto the same disk:

   EXAMPLE: COPY MAPS1U1.MCQ B:

Giving Tests

Provide each student with a disk that has both the Test Builder program and the test bank and a data bank.

To load the test program and data bank:

1. At the A prompt (A>), key in **TEST**.
2. Place the test program disk in drive A and a data disk in B drive.
3. Answer the program prompts for the location of test bank and which drive to record the grade.

   EXAMPLE:

   On which drive are the questions located? A

   Record results on which drive? B
4. **Make sure students keep disk in drive until results are shown on screen.**

Printing Results

NOTE: Make sure the printer is on and on-line.

1. Load the Test Builder program on a computer that is on-line with a printer.
2. Place the Test Builder program in drive A.
3. Place the data disk in drive B as they complete the test. (See note below.)
4. Key in MENU.
5. From the Main Menu select P for Print Results.
6. Place the next data disk in B drive.

7. Respond to the prompts in the Print Results option.

8. Key in Y to the prompt:

   Do you wish to print another?

9. Repeat this procedure until each of the results on the data disks has been printed.

NOTE: You may wish to collect all of the disks and do this at a later time. It does not have to be done immediately.

If the preceding steps are followed, grades will be listed on one sheet of paper. All test scores are retained on the student's disk. If the student takes the test more than once (with or without your permission), all the test scores will be printed. The date and time printed is based on the date and time entered on the computer when the Print Results program is selected.

The questions missed will also be listed according to the number of the question as it was originally entered in the test bank. It will also appear in that order on the hardcopy of the test. This information can be used for checking mastery of the competencies and to determine areas for reteaching.

Special Pointers in Using the Test Builder Program

1. Do **NOT** use the **Construct Test** option to construct a new test. It is used to create a new test from an existing test.

2. Do **NOT** put an extension on the file name.

3. Do **NOT** place periods at the end of the file name because it will cause an extension to be placed on the file name.

4. The file name is limited to eight letters or less, with no spaces or periods.

5. Each test bank may contain a maximum of 100 questions.

6. Use the **Construct Test** option to construct a new test from an existing test or to add questions to an existing test. This allows the teacher to select the questions.

7. Test banks can be constructed from other test banks on different disks.

8. Make a hardcopy of each test or make a photocopy of the one provided in the test material. This will be helpful in analyzing the results of the student's test and also knowing what material the student will be expected to know. You can also use this to give a makeup test to students.

Running the Test Builder Program

1. Make a backup copy of the Test Builder program disk. This program **MUST** be copied to a disk that has an operating system on the disk.

2. Make a backup copy of the test banks.

3. Place the Test Builder program disk in the A drive.

4. Enter MENU at the A prompt (A>MENU).

LOADING PROCEDURES

Single Disk Drive System

Preparation of Disks

To prepare the Test Builder program disk for use:

Format and place operating system on diskette according to the instructions for your computer.

To copy the Test Builder disk to the newly formatted disk:

1. Enter COPY*.EXE A:.
2. Place the Test Builder program disk in drive A at prompt for Source Disk.
3. Place the formatted disk in drive A when prompted for Target Disk.

   (**Do not use diskcopy** because the Test Builder disk **does not** have an operating system on it.)
4. Make a back-up copy of each of the test bank data disks.
5. Store the original Test Bank disks properly.

To prepare the students test disks:

1. Load the system's disk into drive A.
2. Place the Test Builder program disk in A drive and key in COPY TEST.EXE A:.
3. At the prompt, take out the Text Builder program disk and place the formatted blank disk in drive A. Press ENTER/RETURN.
4. Use procedures 1 and 2 from above to copy the test bank files you are using onto the same disk.

   EXAMPLE: COPY MAPS1U1.MCQ A:

Giving Tests

Provide each student with a disk that has both the Test Builder program and the test bank and a data bank. The results will also be recorded on this same disk.

To load the test program and data bank:

1. At the A prompt (A>), key in **TEST.**
2. Place the test program disk in drive A and a data disk in B drive.
3. Answer the program prompts for the location of test bank and which drive to record the grade.

   EXAMPLE:

   On which drive are the questions located? A

   Record results on which drive? B
4. **Make sure students keep disk in drive until results are shown on screen.**

Printing Results

Make sure the printer is on and on-line.

1. Load the Test Builder program on a computer that is on-line with a printer.
2. Place the Test Builder program in drive A.
3. Key in MENU.
4. From the Main Menu select P for Print Results.
5. Place the data disk in drive A as they complete the test. (See note below.)
6. Place the next student's disk in A drive.

7. Respond to the prompts in the Print Results option.

8. Key in Y to the prompt:

   Do you wish to print another?

9. Repeat this procedure until each of the results on the data disks has been printed.

NOTE: You may wish to collect all of the disks and do this at a later time. It does not have to be done immediately.

If the preceding steps are followed, grades will be listed on one sheet of paper. All test scores are retained on the student's disk. If the student takes the test more than once (with or without your permission), all the test scores will be printed. The date and time printed is based on the date and time entered on the computer when the Print Results program is selected.

The questions missed will also be listed according to the number of the question as it was originally entered in the test bank. It will also appear in that order on the hardcopy of the test. This information can be used for checking mastery of the competencies and to determine areas for reteaching.

Special Pointers in Using the Test Builder Program

1. Do **NOT** use the **Construct Test** option to construct a new test. It is used to create a new test from an existing test.

2. Do **NOT** put an extension on the file name.

3. Do **NOT** place periods at the end of the file name because it will cause an extension to be placed on the file name.

4. The file name is limited to eight letters or less, with no spaces or periods.

5. Each test bank may contain a maximum of 100 questions.

6. Use the Construct Test option to construct a new test from an existing test or to add questions to an existing test. This allows the teacher to select the questions.

7. Test banks can be constructed from other test banks on different disks.

8. Make a hardcopy of each test or make a photocopy of the one provided in the test material. This will be helpful in analyzing the results of the student's test and also knowing what material the student will be expected to know. You can also use this to give a makeup test to students.

Running the Test Builder Program

1. Make a backup copy of the Test Builder program disk. This program **MUST** be copied to a disk that has an operating system on the disk.

2. Make a backup copy of the test banks.

3. Place the Test Builder program disk in the A drive.

4. Enter MENU at the A prompt (A>MENU).

NOTE: The test can be given on a single disk drive computer by recording the test results on the disk with the TEST program and test bank files.

LOADING PROCEDURES

Hard Disk Drive System

Preparation of Disks

To prepare the Test Builder program disk for use:

Create a directory called Test in the C drive.

To copy the Test Builder disk to the newly formatted disk:

1. Place the Test Builder program disk in drive A.
2. Enter COPY*.EXE C:\Test.

   (**Do not use diskcopy** because the Test Builder disk **does not** have an operating system on it.)
3. Copy each of the test bank data disks onto the hard drive.
4. Store the original Test Bank disks properly.

WARNING: If your computer is located in your classroom, make the path name for the test bank program something you would easily recognize but that a student using your machine would not.

To prepare the students test disks:

1. Make a directory for the Test Builder program and data files.
2. Place the Test Builder program disk in A drive and key in COPY*.EXE C:.
3. **Do not copy** the test bank files that you are using on to the C drive.

Giving Tests

Place the Test Builder program in drive C. Provide each student with a disk that has the test bank. This disk will be used to record results.

To load the test program and data bank:

1. At the C prompt (C>), change to the designated test program directory.
2. Key in **TEST.**
3. Answer the program prompts for the location of test bank and which drive to record the grade.

EXAMPLE:

On which drive are the questions located? A

Record results on which drive? A

Printing Results

Make sure the printer is on and on-line.

1. Load the Test Builder program on a computer that is on-line with a printer.
2. Change directories and load the Test Builder program.
3. Key in MENU.
4. From the Main Menu select P for Print Results.
5. Place the data disk in drive A as they complete the test. (See note below.)
6. Place the next student's disk in A drive.

7. Respond to the prompts in the Print Results option.

8. Key in Y to the prompt:

   Do you wish to print another?

9. Repeat this procedure until each of the results on the data disks has been printed.

NOTE: You may wish to collect all of the disks and do this at a later time. It does not have to be done immediately.

If the preceding steps are followed, grades will be listed on one sheet of paper. All test scores are retained on the student's disk. If the student takes the test more than once (with or without your permission), all the test scores will be printed. The date and time printed is based on the date and time entered on the computer when the Print Results program is selected.

The questions missed will also be listed according to the number of the question as it was originally entered in the test bank. It will also appear in that order on the hardcopy of the test. This information can be used for checking mastery of the competencies and to determine areas for reteaching.

Special Pointers in Using the Test Builder Program

1. Do **NOT** use the **Construct Test** option to construct a new test. It is used to create a new test from an existing test.

2. Do **NOT** put an extension on the file name.

3. Do **NOT** place periods at the end of the file name because it will cause an extension to be placed on the file name.

4. The file name is limited to eight letters or less, with no spaces or periods.

5. Each test bank may contain a maximum of 100 questions.

6. Use the **Construct Test** option to construct a new test from an existing test or to add questions to an existing test. This allows the teacher to select the questions.

7. Test banks can be constructed from other test banks on different disks.

8. Make a hardcopy of each test or make a photocopy of the one provided in the test material. This will be helpful in analyzing the results of the student's test and also knowing what material the student will be expected to know. You can also use this to give a makeup test to students.

Running the Test Builder Program

1. Make a backup copy of the Test Builder program disk. This program **MUST** be copied to a disk that has an operating system on the disk.

2. Make a backup copy of the test banks.

3. Change directories to the designated Test Builder program directory.

4. Enter MENU.

SPECIFIC MENU INSTRUCTIONS

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ENTER QUESTIONS

This option on the menu allows you to enter true/false questions and multiple choice questions into the Test Builder program.

The following prompts appear in the program:

Do you wish to add to an existing test bank?

Enter Y if you wish to add questions to an existing test bank.

On which drive is the test bank located? (This prompt only occurs when you are making an addition to an existing test bank file.)

Enter the drive the test bank is located to which you will be adding questions.

The test bank files will be displayed on the screen.

Enter file name of questions:

This should be a legal filename. That is--eight letters or less, no spaces or periods.

On which drive will the questions be saved?

Dual Disk Drive System

If you have the program disk in drive A, you may wish to save the file with the questions on drive B. It would be best to save these questions on another disk than the main program disk because there is not room on the disk. Be sure to make backup copies of the files containing the questions.

Single Disk Drive System

Be sure to make backup copies of the files containing the questions.

Hard Disk Drive System

You may wish to save the file with the questions on drive A.

Be sure to make backup copies of the files containing the questions.

* **You now have _____# of questions:**
* **The next question will be number:**
* **Press Enter to continue:**
* If you are just starting a file there will be zero (0) questions. However, if you have started the file previously and are now adding more questions to the same test bank, the prompt will inform you how many questions the test bank contains.

Question #:

Enter Question: Each time the screen will print the number of the question you are entering. If your question is lengthy (over 250 characters) the keyboard buffer will beep. At this time press the enter key and continue entering the question. The question can be up to 450 characters (counting spaces and punctuation) in length. As you enter the question, words may be split incorrectly on the screen. The program will print the words correctly when the test is run. After entering the question, press the Enter key twice.

NOTE: The questions will automatically be numbered by the program. **Do not** manually add question numbers when entering.

Enter Choice A: Enter the first choice of the multiple choice question. If this is a True/False question enter T. It is important on a true false question to enter T for Choice A and F for Choice B. This indicates to the program that this is a True/False question. After the first choice is given, press enter. You will need to press the enter key only once.

Enter Choice B:

Enter Choice C: Enter the choices for the question. If T has been entered for choice A and F entered for Choice B, the program will not prompt for choices C and D.

Enter Choice D:

Enter Correct Answer (A, B, C, or D):

Enter the correct response--A, B, C, or D. If this is a True/False question the program will prompt you to **Enter T or F. Do not enter** A or B for a response on True/False.

(E)nter Another Question (S)top Inputs (R)edo Question:

If the question, choices and correct response have been entered correctly, press E to continue Entering questions.

(R)edo Question:

Press R if you wish to make a correction. The screen will then prompt:

(Q)uestion (A) (B) (C) (D) c(O)rrect Answer (N)ext question:

Select the appropriate letter depending on which part of the question you wish to correct.

Press Q	to make changes in the question
Press A, B, C, and/or D	to make changes in question responses
Press O	to make changes in the answer
Press N	to continue to the next question

Multiple corrections may be made on each question.

Press S to Stop inputs or ENTER to continue inputs:

After entering each question or after making a correction, you will be asked to press the ENTER key to continue or press S to stop inputs. This acts as a safeguard from continuing when you are ready to stop.

(E)nter Another Question (S)top Input (R)edo Question:

When you have completed entering all of the questions:

Press E to Enter another question

Press S to Stop input return to the Main Menu.

NOTE: When the students take the test, the questions will be loaded from the disk in blocks of twenty questions. The first twenty questions will be taken from disk, randomized and appear on the screen. After the first twenty questions are answered by the student, the next twenty will be loaded from the disk. This is done so that computers can run the program without having to have large memory requirements. It also allows the questions to be grouped when entered into the computer. The questions can be grouped as to true/false and multiple choice, or sequenced from easy to more difficult.

TAKE TEST

This option is selected by the students to take the computerized tests. The questions will come up in random order. As each question is answered, the program will put the next question on the screen. **Students cannot go back to a previous question so accuracy of input is important.** After a response is given for all questions, the test is immediately scored, the student's grade is written to the screen to provide immediate feedback and the grade is recorded on the diskette.

On which drive are the questions located?

Enter the drive on which the test bank is located.

On a dual disk drive system:

1. Place test bank disk in drive A.
2. Place the data disk in drive B.
3. Enter the appropriate drive letter A or B--**do not** use the colon afterwards.

On a single disk drive system:

1. Place the test bank disk in drive A.
2. Enter drive letter A--**do not** use the colon afterwards.

On a hard disk drive system:

1. Place the test bank disk in drive A.
2. Enter Drive letter A--**do not** use the colon afterwards.

Record results on which drive?

This prompt requests the drive that the student's grade will be written to.

On a dual disk drive system:

The data disk would be located in drive B.

On a single disk drive system:

The test bank disk in drive A would also be used to record the results.

On a hard disk drive system:

The data disk would be located in drive A.

Enter Filename:

All test banks on the diskette will be shown on the screen.

1. Enter the legal filename of the test bank--eight letters or less, no spaces or periods.
2. Do not enter the extension (.MCQ).
3. Reenter the filename if it has been entered incorrectly.

Enter your name:

Enter first and last name using no commas.

The questions will then be loaded.

Enter correct answer (A, B, C, or D):

Enter A, B, C, or D if it is a multiple choice question.

Enter T or F if it is a true/false question.

When the test has been completed, the test taker's name and grade will be shown on the screen. In addition, the test taker's name, grade and the numbers of the questions that were missed will be written to disk. The numbers of the questions missed will correspond to the original order the questions were entered into the test bank. A hardcopy of the test should be printed to determine which questions were missed.

Take the data disk with the results on it to a computer connected to a printer.

PRINT RESULTS

This option is used to print the test taker's name, grade and numbers of the questions missed. When using this program be sure the computer is connected to a printer that is on and on-line.

On which disk are the results?

Enter the drive letter where the test results' disk is located. This will vary according to the number of disk drives and whether a hard disk is used.

The files on the drive designated in the previous question will be displayed on the screen. The test results files will have a TST extension.

Enter name of results file:

Enter the name of the test bank file. When entering the filename, it is not necessary to enter the file extension (TST).

Make sure the PRINTER is on and ready to print:

Check the printer to make sure it is on and on-line.

Press any key to continue:

Press any key. The following will be printed:

1. The date entered when the computer was booted.
2. The time, name of test bank file, test taker's name and grade and the numbers of the questions missed.

NOTE: The question numbers correspond to the number of the question as originally entered. To determine the question, print a hardcopy of the test, or check the hardcopy of the answers.

Do you wish to print another?

After printing the test results of the first test taker, place the next data diskette in the appropriate drive and press Y to print the next results. This procedure should be followed until all of the data disks have been printed.

On a dual disk drive system:

1. Place the master test program disk in drive A bring up the menu and select the PRINT RESULTS option.

2. Place the test taker's data diskette in drive B.

On a single disk drive system:

1. Place the master test program disk in drive A, bring up the menu and select the PRINT RESULTS option.

2. After this option is loaded, remove the test program and place the data disk in drive A.

On a hard disk drive system:

1. Load the master test program disk in drive C, bring up the menu and select the PRINT RESULTS option.

2. Place the test taker's data diskette in drive A

3. Follow prompts from the Print Results option.

MODIFY

The modify option is to correct and modify questions that have been entered. Either the question, choices or correct answer can be modified or corrected.

On which drive are the questions located?

Enter the drive on which the questions you wish to modify are located.

Enter filename:

The test bank files will be displayed on the screen. Enter the filename of the question or questions you wish to correct. **Do not enter** the MCQ extension.

Which question would you like to view?

Enter the number of the question you would like to correct. This will be the number of the question as originally entered. You can refer to a hardcopy of the test bank to locate the correct question to correct.

Question will be displayed on the screen and at this point determine what is to be changed.

Enter Selection

(Q)uestion (A) (B) (C) (D) c(O)rrect answer (V)iew another (R)eturn to Menu:

Select the appropriate letter depending on which part of the question you wish to correct or change.

Press Q	to make changes in the question
Press A, B, C, and/or D	to make changes in question responses
Press O	to make changes in the answer
Press V	to view the next question
Press R	to return to the Main Menu

1. Multiple corrections may be made on each question.
2. If Q is selected to modify the question, press ENTER twice after making the change.

3. For all other corrections just press ENTER once after making the change.

4. To correct another question press V.

5. Press R to return to the Main Menu when all the corrections have been made.

NOTE: After any changes (deletions or modifications) are made to a test bank, be sure to check the test before backing up the file. It is very discouraging to realize that you have two copies of a file that will not work and no copies of a good file.

DELETE

This option is used to delete individual questions. Use the **Construct Test** option on the menu if several questions need to be deleted.

*******SPECIAL NOTE*******

Be sure to have a backup copy of the file before using this procedure. This program loads the file into memory, erases the file from the diskette, then writes the file back out to disk. Any interruption during this process can cause the entire file to be lost.

Questions eliminated with the Delete option will be gone permanently. Therefore, the **Construct Test** option should be used to shorten a test. This option will make up a new test by selecting questions from a test bank.

On which drive are the questions located?

Enter the drive on which the questions you wish to delete are located.

Enter filename:

A list of the test bank files will be displayed.

Enter the filename containing the questions you wish to delete. It is not necessary to enter the MCQ extension.

Which question would you like to view?

This gives you the opportunity to view the question before it is deleted. The number of the question is the same as it was entered originally.

The question whose number you have entered will be displayed.

Do you wish to delete the question?

Press Y to delete the question or N if you decide you do not wish to delete it.

The following prompt will be displayed on the screen:

This question will be permanently deleted from this file. Are you sure you wish to delete this question?

Do you wish to view another?

Press a Y if you wish to delete another question.

If Y is not entered the program will return to the Main Menu.

CONSTRUCT TEST

The purpose of this option is to allow the teacher to create a new test bank of questions from existing test banks. A six-weeks or semester test could be created by selecting questions from tests students have previously taken. This can also be used instead of the **Delete** option to create a new test by shortening a previous test.

On which drive are the questions located?

Enter the letter of the drive where the test banks are located.

Place the new file on which drive:

Select which drive the newly created test bank will be written to.

Enter the name of the new file:

Enter a legal file name (eight letters or less, no spaces, or periods) for the new test bank file you will be creating.

From how many files will you select questions?

EXAMPLE: If you are selecting questions from three test banks, enter the number 3.

The test bank files on the drive selected will be displayed.

NOTE: Make sure that disk with test bank is in (designated) drive.

Enter the filename of source file #:

Enter the name of the file from which you will be selecting questions. If you are selecting questions from three different files, this question and the previous question will be asked three times.

Do you wish to view the questions as you select?

1. Press Y if you wish to view each question before you decide to select.

2. You may have decided which questions you want to select by looking at a hardcopy of the test bank. The questions will appear in the same order as they were originally entered.

Do you wish to include this question?

Each question in the test bank will be displayed. Press Y if you wish to place the displayed question in the new test bank. The number of questions selected will be displayed on screen and will be updated as each question is added.

This procedure will be repeated for each test bank for which you are selecting questions.

After all the questions for the test bank have been chosen, the program will return to the Main Menu.

RANDOMLY SELECT QUESTIONS

This option randomly selects questions from designated test banks and forms a new test bank. It is very similar to the **Construct Test** program except that this option selects the questions instead of letting the test creator do it. In addition, this option also will produce several hardcopies of a test and place the questions in a different order each time.

On which drive are the questions located?

Enter the letter of the drive where the test banks are located.

Place the new file on which drive:

Enter the drive on which the new test bank will be written.

Enter the name of the new file:

Enter a legal file name (eight letters or less, no spaces, or periods) for the new test bank file you will be creating.

From how many files will you select questions?

Enter the number of files from which you will be selecting questions. If you want to take an existing test and put the questions in a different order, enter 1. This might be done if you wanted the questions in a different order on a hardcopy of the test.

Enter the filename of source file #:

The files will be displayed on the screen.

Enter the filename of the file from which you wish to select questions.

This test bank has ____ # questions?

The number of questions in the new test bank file you are creating will be displayed on the screen.

How many questions do you wish to select between question # and question #?

The questions are loaded in blocks of 20. Select how many questions you wish from the first 20. After these are selected the next 20 questions will be loaded.

The option of the program will scramble the number of questions you have asked for and write them out to the new test bank file you have created. If you have selected to choose questions from four test banks, the program will go through this procedure four times.

HARDCOPY OF TEST

This option is used to provide a hardcopy of the test. An answer key and answer sheet may also be printed. The hard copy may be used to:

1. Locate the number of a questions you wish to modify.
2. Check which questions were missed after viewing the test results.
3. Use as a make-up test for a student who is absent.

An answer key or an answer sheet may be produced without printing the test.

Make sure the printer you are using is on and on-line.

On which drive are the questions located?

Enter the letter of the drive where the test banks are located.

Enter filename:

Enter the name of the test bank file without the extension.

The following prompt will appear:

Postion paper and press Enter.

Enter Title for Test:

The title you enter will be centered on the top of the test when it is printed.

Do you wish to print a hardcopy of the test?

Press Y to print the test. You can print an answer sheet or answer key without printing the test.

Do you wish to print an answer key?

Press Y if you wish an answer key printed.

Do you wish to print an answer sheet?

The answer sheet is numbered with a blank space beside each number. The numbers are printed in two columns.

After the test is printed the program returns to the Main Menu.

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, Department of Health, Education and Welfare.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.